

The Alzheimer's Association, Michigan Great Lakes Chapter is seeking a Development Director to develop, lead and execute all revenue generating activities for the chapter as well as supervise all development staff and volunteers. The position is located in the main office in Chelsea but services a 23 county area. Position reports directly to the Executive Director.

Minimum Requirements:

- Bachelor's degree or higher preferable in marketing, business-sales or related field
- Minimum of 3 years experience in successful fund development
- Minimum of 3 years experience in management level functioning; supervision, strategic planning
- Experience with dementia care and older adult issues a plus
- Excellent communication, interpersonal and organizational skills required
- Basic computer proficiency including Microsoft office and CRM systems

Job Responsibilities would include but not be limited to...

- Providing management level leadership in the creation, implementation and evaluation of a diversified fund development program to ensure a diverse revenue stream such as annual campaigns, memorials, corporate sponsorship, major and planned gifts and special events
- Building and cultivating prospects and current donors in the areas of major gifts, planned giving, corporations and foundations; establishing corporate pipeline
- Leading development team to positive outcomes
- Revenue goal setting
- Participating in management team meetings
- Strategic planning
- Working with development committee consisting of volunteers and volunteer board members
- Working with national office to ensure best fundraising practices and proper policies and procedures are followed throughout chapter

Working Conditions

- Normal office environment
- Many meetings required outside of office
- Very public position requiring communication in social setting and some public speaking
- Normal business hours with additional hours sometimes required at night or on weekends for special events

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Interested applicants should email resume and letter to jhoward@alz.org.